

CITY OF BURBANK

PARKING ANALYST

DEFINITION

Under direction plans, develops, and administers the City's specialized parking programs including monthly, leased, residential, commercial, employee permit parking, on-street, and City owned parking facilities and structures; provides staff support to the Downtown Parking Management Committee and performs related work as assigned.

ESSENTIAL FUNCTIONS

Assists in the development, coordination, and implementation of policies and procedures for all City parking programs; responds to inquiries and requests at a public counter; researches and prepares responses to community (including residents, businesses, and visitors) requests and complaints regarding parking issues; plans and implements future parking programs; serves as liaison with the City's Downtown Parking Management Committee to provide assistance in parking related matters; analyzes financial information and examines financial feasibility of parking programs; assists in the planning and development of new parking facilities; assists in the negotiation and implementation of new contracts for parking services; assists in the development or revision of parking ordinances; compiles information and makes recommendations on field studies and prepares reports; compiles revenue collections, prepares revenue projections and financial reports of parking programs; makes recommendations and assists in the preparation of the annual budget for the City's parking program; stays abreast of current developments in parking administration, management and applicable ordinances, laws and regulations; evaluates special parking requests and makes recommendations to the City Traffic Engineer; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary actions as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles, practices, and techniques of parking administration, management, and organization; Burbank Municipal Code affecting parking matters; administrative principles and methods for budget planning and financial projections; planning principles; management, supervision, and human resources principles and practices.
- Ability to - deal courteously and diplomatically with the general public; effectively work with parking consultants; prepare and present written and oral reports; gather and analyze financial information and reports; organize and conduct parking surveys and field/special studies; prepare work orders to implement changes or revisions for field crews; establish and maintain effective working relationships with supervisors, co-workers, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a bachelor's degree and two years of parking operations administrative/management experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.